

Examiner: Wallerson M . Serial #: 09/611, 365

Date Reviewed: 6/24/05

RED FOLDER CHECKLIST (COUNT)

LIE's are responsible for reviewing cases "BEFORE" counting them:

☒ *Verify that the Office action is complete with all pages present*

- ☐ *PTO Form _____ is missing*
- ☐ *Document # _____ missing from folder but is listed on PTO-892*
- ☐ *Document # _____ present but not listed on PTO-892*
- ☐ *Document# _____ on the 892 forms doesn't match _____*
- ☐ *Serial number on PTO-892 does not match application number*
- ☐ *PTO-1449 not signed and dated*
- ☐ *Class/Sub Class boxes on 1449 not complete or lined through*

☒ *Verify that a Primary Examiner or SPE signs the Office action*

- ☐ *Detailed action not signed by primary or SPE*
- ☐ *PTO form _____ is not signed*

☒ *Verify that all previously filed papers have been entered*

- ☐ *Amdt dated _____ has not been entered in palm.*
- ☐ *Terminal Disclaimer has not been approved by paralegal*
- ☐ *Other: _____*

Examiner Signature: _____ Date: _____

****Please return to: _____ on _____ by 12 noon
in order to receive the count for this application****